

# Contingency Outbreak Management Plan

*drawing on current government guidance and current planning in East Sussex schools*

This model document is designed to support the school achieving the objectives of contingency planning as outlined on page 66 of the DFE's [Actions for schools during the Coronavirus Outbreak](#). It is being kept under review as updated guidance is published by the government and Public Health England and it is complemented by the latest **East Sussex model Risk Assessment** (See *ESCC Schools Message Board*), advice regarding the threshold for escalation:

**The Thresholds**, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. Please note that Directors of Public Health and HPTs can advise a **higher threshold for extra action** based on the setting and background rate of COVID-19 in the local area:

- For special schools, residential/boarding school/holiday camp settings and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
  - 2 or more children, pupil, students and staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- For other settings:
  - 10% or more of children, pupils, students or staff (approximately) who are likely to have mixed closely test positive for COVID-19 within a 10-day period
  - 5 children, pupil or staff or more who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.

**School/Academy Name:** Heathfield Community College  
**Headteacher:** Caroline Barlow  
**Chair of Governors:** Richard Karn  
**Date:** 13 September 2021

## Section A – Ensuring school is prepared for a potential outbreak

|    | Action   | Current Contingency Measures / Intended actions to be taken  | Lead   | Date Deadline                         | Guidance   |
|----|--|--|--|---------------------------------------|--|
| 1  | Keeping leaders and governors up to date with government guidance and advice | <ul style="list-style-type: none"> <li>DfE guidance and resources and PHE advice are being updated regularly.               <ul style="list-style-type: none"> <li>DfE updates delivered to BLW inbox and circulated to SLT and other leads as appropriate. Updates included in Governor links and meetings</li> <li>PHE updates checked by DST</li> </ul> </li> <li>Key changes and points for action are shared via email and discussed at weekly SLT/SSML Business meeting.               <ul style="list-style-type: none"> <li>Informal governor meetings held between formal meetings, all information sent to staff/parents copied to governors.</li> </ul> </li> <li>BLW and DST review Risk Assessments regularly as part of line management and update as necessary. Any necessary updates are made to published information regarding remote education</li> <li>BLW and DST share the responsibility to be <a href="#">familiar with the East Sussex Control Plan for COVID-19</a></li> <li>Ensure that a contingency plan exists and has been checked for how the school would operate if there was an outbreak in the school or local area to help break chains of transmission.</li> </ul> | <p>BLW</p> <p>DST</p> <p>BLW/DST</p> <p>BLW/DST</p> <p>BLW</p> | Weekly/ fortnightly (Daily if needed) | <p>The DfE latest documents and guidance webpage is updated regularly: <a href="#">DfE Latest Documents</a></p> <p>See expectations of schools in: <a href="#">Actions for schools during the Coronavirus Outbreak</a></p> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here in individual education and childcare settings - or a small cluster of settings - as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.</p> |
| 2. | Ensure control measures are in place to avoid school or local outbreak       | <p>Now that social distancing and bubbles are no longer recommended in schools, ensure the following measures are adhered to:</p> <p><b>Hand hygiene:</b><br/>Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a</p>   | BLW/DST  | Daily/ Weekly                         | <p>Comply with Government Health and Safety Guidance - Staff should be aware and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings HYPERLINK</a> "https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings"outside the home which should be followed in the event of a suspected or confirmed case</p> <p>If College has called the DfE helpline and a Director of Public Health (DsPH) or a Health</p>   |

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|  |  | <p>sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p><b>Respiratory hygiene:</b><br/>The ‘catch it, bin it, kill it’ approach continues to be adhered to in school.</p> <p><b>Cleaning:</b><br/>Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces</p> <p><b>Ventilation:</b><br/>The school will be well ventilated and windows and doors opened to create air flow - as per staff guidance (Sept 2021)</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air low in these areas, considering when holding events where visitors such as parents are on site.</p> <p>At the point of reaching a threshold (outlined at the top of the document), the College will review and reinforce the testing, hygiene and ventilation measures already in place and consider:</p> <ul style="list-style-type: none"> <li>• whether any activities could take place outdoors, including exercise, assemblies, or classes</li> <li>• ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>• one-off enhanced cleaning focussing on touch points and any shared equipment</li> </ul> <p>Seek additional public health advice if leaders are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements</p> |  | <p>Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:</p> <ol style="list-style-type: none"> <li>1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting</li> <li>2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review</li> <li>3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing</li> <li>4. Increased frequency of testing</li> </ol> <p>In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.</p> |
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## In the event of additional measures required for a potential outbreak

|    | Action  | Current Contingency Measures / Intended actions to be taken  | Lead                      | Date Deadline | Guidance  |
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| 3. | <b>Reintroduce asymptomatic testing sites (ATS) if this is advised for settings in the area</b> | <p>Communicate clearly to staff if there is a need to increase the use of home testing by staff, pupils and students in secondary schools and colleges.</p> <p>Be prepared that there may be a need for increased use of testing by staff and, where they are already being offered testing, for pupils and students. This could include advice on more frequent testing, or on the reintroduction of asymptomatic test sites (ATS) (where they have been stood down).</p>   | BLW/DST                   | As required   | <p>These measures may be advised:</p> <ul style="list-style-type: none"> <li>• for an individual setting only, by directors of public health as part of their responsibilities in outbreak management, or</li> <li>• for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and directors of public health decide it is appropriate.</li> </ul> <p>These additional testing measures would need to be agreed with settings and the DsPH are encouraged to consult settings and work with them to identify what support may be needed to do this.</p> |
| 4. | <b>Possible attendance restrictions</b>   | <p>High-quality remote education should be provided for all pupils or students who have tested positive for COVID-19 but are well enough to learn from home.</p> <p>In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>The college will ensure lists of priority groups are up to date (CiN, CP plan, CLA, otherwise vulnerable, EHCP) so that they can be invited to continue attending school in the case of a closure.</p> <p>If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend.</p> | <p>BLW/FLW</p> <p>POL</p> | Termly        |   |

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|    |                 | <p>If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend. If the College has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.</p> <p>Where vulnerable children and young people are absent, the College will:</p> <ul style="list-style-type: none"> <li>• follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li> <li>• encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person’s attendance would be appropriate</li> <li>• focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home</li> <li>• have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so</li> </ul> | BLW/POL/<br>BUR           | As<br>required |  |
| 5. | <b>Staffing</b> | <ul style="list-style-type: none"> <li>• If supply staff are in school to cover teacher absence, there will be clear expectations if the school was to close</li> <li>• Plans are in place for how staff will work with the children of critical workers and vulnerable pupils in the case of a school closure as per the College Remote Learning protocols</li> <li>• Different staffing scenarios have been considered based on need</li> <li>• BLW will ensure staff/governors are updated accordingly in the event of changes.</li> </ul>   | LYN<br><br>BLW<br><br>BLW | Weekly         |  |

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|    |   | <ul style="list-style-type: none"> <li>Risk assessments, plans and provision for individuals (staff and/or pupils) who are classified as <b>clinically vulnerable</b> or <b>clinically extremely vulnerable</b> are checked and in line with the latest guidance</li> <li>All new staff receive a full induction programme to ensure NQTs/new staff and are informed of expectations and processes should a local outbreak occur.</li> </ul> <p>Clear processes and remote education expectations are in place should a member of staff have a positive result from the PCR home tests.</p>  | <p>JMI/POL</p> <p>LYN/SHE</p>                   | <p>As required Termly</p> <p>Termly</p> |  |
| 6. | <p><b>Infection prevention and control in the case of an outbreak</b></p> | <p>When the thresholds at the top of this document have been reached, the College will review and reinforce the testing, hygiene and ventilation measures already in place. College leaders will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any staff have tested positive.</p> <p>If cases amongst staff mean the College meets the threshold, described above:</p> <ul style="list-style-type: none"> <li>employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</li> <li>The College will be prepared that there may be a need for increased use of testing by staff and, where they are already being offered testing, for pupils and students. This could include advice on more frequent testing, or on the reintroduction of asymptomatic test sites (ATS) (where they have been stood down).</li> </ul> <p><b>In the event of a major outbreak or variant of concern ministers may agree to reintroduce shielding. If there is an outbreak in College or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce control measures:</b></p> | <p>BLW/DST</p> <p>BLW</p> <p>BLW</p> <p>DST</p> |   |  |

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|  | <ul style="list-style-type: none"><li>• If it becomes necessary to reintroduce 'bubbles' for a temporary period, the college has a plan in place to quickly and efficiently reduce mixing between groups, including communication to parents prepared.</li><li>• If there is an outbreak in College or local area, it may be communicated to staff and that face coverings may need to temporarily be worn in communal areas and/or classrooms for students and staff. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li><li>• The College may be advised to limit residential educational visits - in which case communication will be quickly sent to parents and any insurance investigated</li><li>• The College may be advised to limit open days, transition or taster days. This will be communicated, clearly by BLW to key stakeholders.</li><li>• The College may be advised to limit parental attendance in settlings or performances. This will be communicated, clearly by the event lead and openly share if there are alternative ways to share the experience.</li></ul> <p><b>In the event of positive cases:</b></p> <ol style="list-style-type: none"><li>1. NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of close contact.</li><li>2. College staff advise parents that children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and</li></ol> | BLW |  |  |
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|   |   | <p>Trace as a close contact of a positive COVID-19 case. However, they should be encouraged to take a PCR test if advised to do so. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <ol style="list-style-type: none"> <li>3. If a parent or carer insists on a pupil with symptoms attending College, the College can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>4. The College will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</li> <li>5. Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19)</u> Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as they don't have COVID-19 symptoms.</li> </ol> <p>The College clearly continues to advise that anyone with symptoms should take a PCR test. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> |         |  |  |
| 7 | <p><b>Communicating with External contractors in the event of an outbreak</b></p> | <p>If the College closes, we will contact any external contractors who will be affected:</p> <ul style="list-style-type: none"> <li>• Catering</li> <li>• Regular visitors (as appropriate)</li> <li>• Transport providers (if appropriate - ensuring adherence to latest DfE guidance re transport)</li> <li>• Update governors accordingly</li> </ul>  | BLW/SLT |  |  |



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|   |              | There may be individuals working in schools, such as supply staff, where when asked to self-isolate, are unable to work from home and will lose income as a result of self-isolating. These individuals may be entitled to a Test and Trace Support Payment of £500, payable as a lump sum from local authorities, to ensure they are able to play their part in controlling the virus by isolating at home.   |     |  |   |
| 8 | School meals | The College will ensure provision of meal options for all pupils who are in school. Meals should be available free of charge to all pupils who are eligible for benefits-related free school meals who are in school, including those who are not attending school because they have had symptoms or a positive test result themselves. Where the College cannot offer food parcels or use local solutions, the national voucher scheme will be in place. Families in need of support during school holidays should contact their local authority in order to access help through the Covid Winter Grant Scheme. | PLL |  | Should no changes be recommended then the College will continue to follow the guidance on <a href="#">supporting children eligible for free schools meals</a> |

## A2: Curriculum planning

|   | Action  | Current Contingency Measures / Intended actions to be taken   | Lead | Date Deadline | Guidance   |
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| 9 | Review school plans for immediate remote learning provision should an outbreak lead to a school closure | <p>The Remote Learning Protocol ensures teachers are able to manage a workload comprising live and remote teaching if a small number of pupils need to isolate - working with colleagues to share workload. In developing these contingency plans, the College will:</p> <ul style="list-style-type: none"> <li>• use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations</li> <li>• give access to high quality remote education resources</li> <li>• select the online tools that will be consistently used across the school in order to allow</li> </ul> |      |               | <p>The expectations for remote education are set out in <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">(COVID-19) operational guidance</a>. Further support and information for teachers and leaders can be found on <a href="#">Get help with remote education</a>.</p> |

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|    |   | <p>interaction, assessment and feedback and make sure staff are trained in their use</p> <ul style="list-style-type: none"> <li>• Loaned iPads or Laptops are available for those without their own device as part of 1 to 1 scheme</li> <li>• recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum. so that pupils with SEND can successfully access remote education alongside their peers.</li> </ul> <p>Principles are set out in the Remote Learning Protocols</p>  |   |  |   |
| 10 | <p><b>Planning to reduce pupil, staff and parental anxiety in the case of further outbreaks</b></p> | <p>The College is aware that levels of anxiety and trauma that some may feel may be more severe than previously and this may worsen if further outbreaks and restrictions occur. Pastoral staff will identify newly vulnerable pupils who may need support if required to work from home.</p> <p>Work with Public Health, to ensure delivery of <a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">"https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning"</a> programme (which includes immunisation)</p> <p>Managed wellbeing calls and check ins for pupils during the previous lockdowns are prepared to continue in the case of further outbreaks and closures. The College can still refer to their local NHS children and young people's mental health service.</p> <p>Teachers/Pastoral Staff are provided access to the free:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.minded.org.uk/">MindEd "https://www.minded.org.uk/"</a> learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement.</li> <li>• MindEd <a href="#">coronavirus (COVID-19) staff resilience hub</a> with advice and tips for frontline staff.</li> <li>• Public Health England guidance for parents and carers on <a href="#">supporting children and young people's mental health and wellbeing</a>.</li> </ul> | <p>POL</p> <p>POL</p> <p>POL</p> <p>POL</p> |  | <p>DfE, Public Health England and NHS England have also recorded a free webinar for school and college staff which sets out how they can support their pupils and students. A recording of this is available here: <a href="#">View webinar</a></p> |

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| 11 | <b>Maintaining accurate attendance records</b> | <p>The College will continue to record attendance in the register and will follow up on absences of the pupils who are expected to be in school. During a national lockdown period. Absence will not be penalised.</p> <p>Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and other key sectors. During a national lockdown, children with at least one parent or carer who is a critical worker can go to school if required. This includes parents working from home.</p> <p>In the case of further closures, the college will survey parents and carers to identify who needs to go to school. If it proves necessary, the College can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip. Parents and carers who are critical workers should keep their children at home if they can.</p> <p>During a national lockdown vulnerable children and young people who have not attended their setting following the introduction of national restrictions can revisit that decision at any point in time and parents, carers and young people should talk to their education setting and social worker (if they have one) if they wish to do so. The College will continue to encourage vulnerable children to attend and review whether there are other children and young people who might be newly vulnerable and benefit from on-site attendance.</p> <p>In the case of another national lockdown the Department expects schools to grant applications for leave of absence given the exceptional circumstances.</p> <p>The college will review any <a href="#">attendance updates</a> should there be school closures</p> | <p>POL</p> <p>BLW/POL</p> <p>POL</p> |  | <p><a href="#">Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</a></p> |
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## B: Health and Safety

|    | Action  | Current Contingency Measures / Intended actions to be taken   | Lead  | Date Deadline                                 | Guidance  |
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| 12 | Revise risk assessment(s) as necessary  | <ul style="list-style-type: none"> <li>The College COVID19 Risk Assessment is regularly reviewed and updated to reflect any advice / guidance from the government/PHE.</li> <li>The college first aid risk assessment is reviewed to ensure appropriate provision e.g. number of available first aiders, etc.</li> <li>The College review the ESCC model risk assessment for asymptomatic testing of school staff and localise as appropriate.</li> <li>The College review Health and Safety Executive guidance on <a href="#">first aid</a> during coronavirus which will support local risk assessments, provides guidance for first aiders</li> <li>The College ensure that measures being put in place are explained to staff and involve staff in the process to support wellbeing (Staff guidance and briefings)</li> </ul>           | <p>DST</p> <p>DST/JMI</p> <p>DST/BLW</p> <p>BLW/LYN/KRU</p> | <p>Weekly</p> <p>Termly or as appropriate</p> | <p><a href="#">Actions for schools during the Coronavirus Outbreak</a></p> <p><a href="#">Health and safety advice for schools East Sussex model Risk Assessment</a> (See ESCC Schools Message Board)</p> <p><i>Model first aid risk assessment is available on the H&amp;S pages on Webshop.</i></p> |
| 13 | <p><b>Site</b></p> <p>Prepare the site for re-opening as well as for future partial or full closure at the direction of PHE</p> | <ul style="list-style-type: none"> <li>The College will re-establish suitably accessible information and posters for parents/carers/visitors in welcome areas.</li> <li>The College ensures that there is access to drinking water and facilities for hand washing and/or access to hand sanitiser.</li> <li>The college will contact contractors and inform them of the closure details and any arrangements on site including social distancing.</li> <li>The College will confirm that alternative providers have the appropriate safety arrangements in place in relation to Covid-19 for any pupils attending.</li> <li>The College ensures arrangements for ensuring that statutory checks continue e.g. legionella, fire etc.</li> <li>Before the College fully re-opens after a closure, a review will determine whether</li> </ul> | <p>DST</p> <p>DST</p> <p>DST</p> <p>DST</p> <p>DST</p>      |   | <p><a href="#">Schools coronavirus operational guidance</a></p> <p>Good ventilation is essential at all times in classrooms and particularly during this period.</p> <p><a href="#">HSE guidance on ventilation and air conditioning</a></p>  |

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|  | <p>there is a need to recommission all systems before the full opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <ul style="list-style-type: none"> <li>• Before the College fully re-opens after a closure, we will check all systems are fully working and operating as normal, especially buildings which have been unoccupied.</li> <li>• Before the College fully re-opens after a closure, we will check fire safety systems including making sure: fire alarm system and emergency lights are operational, and all fire doors are operational.</li> </ul> | DST |  |  |
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## B4: Safeguarding

| Action   | Current Contingency Measures / Intended actions to be taken  | Lead                          | Date Deadline  | Guidance   |
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| Safeguarding (including online safety) during the outbreak | <ul style="list-style-type: none"> <li>• The College has reviewed the child protection policy so that it reflects the updated guidance</li> <li>• The HT/DSL ensures adherence to statutory duties outlined in KCSIE 2021</li> <li>• The College has updated the Code of Conduct</li> <li>• Online safety considerations in and out of school are reviewed regularly.</li> <li>• The College asks visitors to assess themselves in terms of having any symptoms of COVID-19 before coming into the school</li> <li>• The college ensures that record keeping is up to date particularly where children have not been in school, or where they have attended other settings.</li> </ul> <p>The College will have a trained DSL (or deputy) available on site.</p> | <p>BLW/POL</p> <p>BLW/POL</p> | September 2021 | Schools must have regard to the statutory KCSIE 2020 safeguarding guidance, <a href="#">keeping children safe in education</a> |


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|  | <p><b>Support for vulnerable families and members of the community at higher risk</b><br/>Plan support packages for these families in order to help alleviate heightened anxiety during an outbreak</p> | <ul style="list-style-type: none"> <li>• Regular telephone calls to families</li> <li>• Individual support plans around the family of vulnerable pupils, working alongside other agencies as appropriate.</li> <li>• Continue to work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community</li> <li>• Identified pastoral member(s) of staff will be the single point of contact for parents and communicate this to parents.</li> <li>• The College update the website as applicable via a specific Covid Page</li> <li>• Staff training highlights to be alert to signs of poor welfare, poor mental health or neglect that may escalate during any additional school closures and agree referral route to DSL team.</li> </ul> <p>If vulnerable children and young people do not attend, the College will:</p> <ul style="list-style-type: none"> <li>• work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child’s circumstances and their best interests</li> <li>• work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person’s attendance would be appropriate</li> </ul> |  |  | <p>TES article on how to support disadvantaged families:<br/><a href="https://www.tes.com/news/coronavirus-6-ways-support-disadvantaged-families">https://www.tes.com/news/coronavirus-6-ways-support-disadvantaged-families</a></p> <p><u>ISEND guidance: (Supporting Pupils with SEND to return to School)</u><br/><a href="https://czone-backoffice.azurewebsites.net/media/6329/supporting-pupils-with-send-to-return-to-school.pdf">https://czone-backoffice.azurewebsites.net/media/6329/supporting-pupils-with-send-to-return-to-school.pdf</a></p> <p><u>PHE’s review of the impact of Covid-19 on BAME groups</u> identified “<i>There is an association between belonging to some ethnic groups and the likelihood of testing positive and dying with COVID-19</i>”...<br/>“<i>Longstanding inequalities have been exacerbated by COVID-19</i>”</p> <p>BAMEed’s resources<br/><a href="https://www.bameednetwork.com/resources">https://www.bameednetwork.com/resources</a></p> |
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# Heathfield Community College Outbreak Management Plan

## Appendix 1: Summary of possible actions in the event of increased cases

| Standard  |   |  |   |   |
|---|---|--|---|---|
|  |  |  |  |  |
| Information updates   | Hand hygiene  | Catch it. Bin It. Kill it.   | Cleaning  | Ventilation   |

*At such time as there is an increase in Covid-19 cases within the College population that meets identified thresholds (see Contingency Plan) additional actions will be taken further to discussion with PHE and communicated clearly to parents, staff and students.*

| STAGE 1   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
| DfE/PHE advice  | “Warn and Inform”   | Increase ventilation  | Focused deep cleaning   | Face coverings  | Move activities outdoors  | Restrict assemblies   |

| STAGE 2   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
| Reintroduce Testing   | Social bubbles  | One-way systems   | Restrict trips  | Restrict external visitors to events  | Attendance restrictions   | Remote Learning   |

*The above does not reflect priority order for actions within any stage, it should also not be assumed that all actions in each stage will simultaneously be implemented, actions will vary depending on guidance.*